

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
299-02

Effective Date:
09/18/2017

Subject:
Vehicle Policy

Approved by:

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish written guidelines governing the assignment, operation, responsibilities for and care of Department Vehicles.

POLICY:

It is the policy of the Farmington Police Department to manage the Department's fleet in a manner that maximizes the safety of its personnel and the general public, and ensures responsible stewardship of city resources.

DEFINITIONS:

Basic Oil Change: Services rendered by an outside contractor retained by the Department for this purpose. This service is strictly limited to oil changes, and does not include tire rotation, etc.

Employee: Any individual employed by the Farmington Police Department, whether sworn or civilian.

Officer: For the purpose of this policy, "officer" refers strictly to police officers. For this policy, Code Compliance officers are subsumed under "employee."

Marked Unit: A vehicle equipped with exterior emergency lighting and clearly designated as Farmington Police, Community Service or Animal Control. Does not include vehicles with no emergency lighting and discrete decals (e.g. "Crime Scene Investigator" and "Public Information Officer").

MOC: The City of Farmington's Municipal Operations Center.

Preventative Maintenance (PM): For the purposes of this policy, "Preventative Maintenance" includes a complete suite of mechanical and safety inspections, including the functioning of emergency lights and sirens, carried out by Vehicle Maintenance. It also includes oil and fluid changes, and any additional services recommended by the manufacturer for that mileage interval.

Unit: A vehicle, trailer, or other mode of transport within the FPD fleet and assigned an identifying number through Vehicle Maintenance.

Unmarked Unit: A vehicle which may or may not be equipped with interior or inconspicuous emergency lighting. For the purposes of this policy, “unmarked unit” also includes units with discrete decals but no exterior lighting (e.g. Crime Scene units and that assigned to the Public Information Officer.)

Undercover Unit: A vehicle with no exterior emergency lighting and equipped with a non-governmental license plate and registered to a fictitious name and address.

Vehicle: Any motorized or unmotorized conveyance (such as a trailer).

PROCEDURE:

Vehicle Assignment Procedures:

Assignment of newly-acquired vehicles to specific officers will be conducted by the FPD Fleet Manager, in consultation with the Support Services Lieutenant. Considerations as to which vehicle is assigned to a specific officer include, but are not limited to: the suitability of the particular vehicle for a specific task; the age, mileage, and maintenance record of the vehicle to be replaced; a given officer’s years of experience; their driving/accident record; and the diligence and care manifested by the officer in the care and maintenance of previous vehicles.

Dependent upon operational requirements, a given officer or employee may be assigned responsibility for one or more vehicles (e.g. motorcycle officers, SWAT commander, etc.) Pool and unassigned vehicles are the responsibility of the Fleet Manager, with the exception of those that are assigned to Region II, which fall under the responsibility of the senior FPD officer assigned to Region II or his or her designee.

Any reassignment of vehicles within a division must be approved by both the appropriate lieutenant or division head and the Fleet Manager. Reassignments of vehicles between divisions requires the approval of the pertinent lieutenants, the Operations Captain or Deputy Chief, and the Fleet Manager.

Vehicle Transfer Forms:

Upon receipt of a newly-assigned vehicle, the employee is responsible for completing a Vehicle Transfer Form. All defects, damage, and operability issues are to be recorded on this form, which shall be submitted to the Fleet Manager for retention. The Vehicle Transfer Form is for the protection of the assigned employee, as a means of documenting any pre-existing damage or other issues and providing accountability. Photographs may be submitted in conjunction with the Vehicle Transfer Form. The assigned employee is encouraged to keep a copy of the completed form in the vehicle for reference during monthly inspections.

Vehicle Operations:

In keeping with the Farmington Police Department Code of Conduct (1.59-60), employees shall use FPD vehicles only for their intended purposes, in accordance with departmental procedures, and shall not abuse, damage or demonstrate negligence in the care of Department vehicles or equipment. Vehicles shall be operated in a careful and prudent manner and operators shall obey all state statutes, local ordinances and department

policies and procedures related to such operation. Loss or suspension of any driving privileges shall immediately be reported to the Department member's immediate supervisor.

Statutes and policies regarding the use of Department vehicles for police undertakings can be found in New Mexico Statute § 66-7-6 and Motor Vehicle Pursuits (241-03); Responding to Calls for Service (241-04); Forcible Stopping of Motor Vehicles (261-14); In-Car and Wearable Video Cameras (241-14); and Ride-Along Program (299-05) amongst others.

Lieutenants and division heads are ultimately responsible for the operational control of vehicles assigned to their division. This responsibility is delegated through the chain of command to the assigned employee, who has responsibility for the roadworthiness and safe operation of the vehicle.

Civilian non-employees may only be transported in relation to official Department business or in compliance with the Civilian Ride-Along Program Policy (299-05); or in accordance with the provisions on take-home vehicles contained in this policy.

Tobacco use in any form is prohibited in all police vehicles (Code of Conduct 1.39).

The use of hand-held devices shall abide by state statute and local ordinance, but hands-free devices or applications are to be used whenever possible. No department employee shall use any electronic device while operating any department vehicle on any roadway, street, alley or while on private property when the vehicle is not parked. This does not include the use of police radios or the use of electronic devices while being parked on the roadway for any police activity such as a crash investigation or traffic stop. Department employees may make or receive cellular phone calls as long as it does not affect their ability to operate the vehicle safely.

Employees shall not presume any special privileges with the vehicle, regarding parking or otherwise, except for instances when officer or citizen safety is of concern or whilst officers are transporting or anticipating the transport of prisoners.

Marked police units are not to be driven by non-officers or by officers on light or restricted duty unless clearly designated on both sides and the rear as "Out of Service." Magnetic signs are available from the Fleet Manager and from Vehicle Maintenance for this purpose. This applies only to marked units, and only to police units. Community Service and Animal Control units are exempt.

Safety and Security:

In compliance with New Mexico state statutes and the City of Farmington Safety Policy, seat belts shall be worn by drivers and passengers of all FPD vehicles at all times when the vehicle is in motion. Officers are exempt only in rare cases of emergency in which the use of a seat belt would endanger officer safety. A child restraint device is available at the Police Station for use when transporting children, as mandated by State statute.

All department vehicles will be supplied with a First Aid Kit, fire extinguisher, and flares (LED or conventional pyrotechnic). Fire extinguishers should be inspected at least once per month by the employee to whom the vehicle is assigned, to ensure that the pressure gauge aligns with the green line, the plastic safety tag (or wire) and pin are in place, that the nozzle remains undamaged, and that the annual inspection sticker has not expired. Extinguishers shall be secured within the vehicle in a readily-accessible location. In the event that an extinguisher loses pressure or is discharged, or the annual inspection sticker expires, another extinguisher is to

be obtained as soon as possible from the Oil Shed, and the expired or depressurized extinguisher be turned in to the Fleet Manager.

Employees are to inspect their assigned vehicle prior to use or to going “In Service” at the beginning of each shift, including ensuring that:

- All emergency equipment is available and fully operational, including in-vehicle cameras, if equipped.
- All vehicle equipment (e.g. horn, lights, windshield wipers, gauges and HVAC system) are operational
- All new or previously unreported damage is reported to their supervisor and the Fleet Manager
- The interior, including under the seats, has been checked for contraband or weapons

Specialty vehicles (e.g. Mobile Command Vehicle, Bearcat, motorcycles, UTVs, etc.) should be operated only by employees who have received full training (and certification, where applicable) in the operation of that particular vehicle or class of vehicles.

Vehicles shall be locked whenever they are left unattended and the employee is not in the immediate vicinity. Employees are responsible for ensuring the security of the vehicle when going out of service or at the end of a shift.

Light or Restricted Duty:

Officers on light duty or restricted duty should not operate a marked police vehicle (except when marked as “Out of Service,” per the above) without the expressed, written permission of the Chief of Police (per Light or Restricted Duty Policy, 422-06). Officers on light or restricted duty who are assigned a marked unit shall arrange to park the unit at the rear of the Evidence Lot across the street from the Police Station, and notify the Fleet Manager. Those officers assigned an unmarked unit may be allowed to retain the use of that vehicle at the discretion of the Chief of Police. Reassignment of an unmarked unit, if available, to an officer on light or restricted duty will be at the discretion of the Chief of Police or his/her designee.

Depending upon vehicle availability and the best interest of the Department, a vehicle assigned to an officer on prolonged light or restricted duty may be reassigned to another officer.

Vehicle Appearance:

Employees are responsible for the appearance and upkeep of the interior and exterior of the vehicle, and should keep the vehicle washed and cleaned, as necessary, to maintain the appearance.

Employees may use either the wash bays across from the Police Department, or the *interior* wash bays located at MOC. Due to the higher pressure in the nozzles of the outer wash bays at MOC and the resulting damage to vehicle decals and equipment, the outer bays shall not be used. City of Farmington wash bays are not to be used to wash personal vehicles. Employees may opt to have their units washed or detailed at a commercial establishment at their own expense. These expenses shall *not* be paid with the City of Farmington charge card. (Exceptions may be made in rare instances, but are subject prior written approval from the lieutenant of the pertinent division. Such services will be charged to the appropriate division, and will not be paid out of the general Fleet Management budget.) Due to security concerns and the increased risk of damage to sensitive equipment, the use of commercial washing and detailing services is discouraged.

Idling:

Employees should operate Department vehicles with reasonable prudence in order to conserve fuel and maintain operating efficiency. Vehicles should not be allowed to idle unnecessarily. Idling may be necessary to support the operation of electronic equipment, and in extreme weather conditions to ensure occupant comfort, or protect the health of prisoners or Police Service Dogs. Where possible, other measures, such as cracking windows, should be employed in preference to idling. Vehicles should not be left idling unattended beyond the time necessary to upload video, etc. Prolonged idling to heat up or cool down the interior of an unattended vehicle should be avoided.

Extra-Jurisdictional Use:

FPD units may be taken outside of FPD's jurisdictional boundaries only in conjunction with official Department duties, or driven to and from the officer's residence in keeping with the take-home portion of this policy detailed below.

If a vehicle becomes inoperable outside of San Juan County through mechanical failure or as a result of a crash, it is to be towed to the nearest dealership for that type of vehicle, and the Fleet Manager or Vehicle Maintenance contacted for further instructions. Exception is made in the case of vehicles required for evidentiary purposes, in which case local law enforcement procedures shall be followed.

Fueling of Vehicles:

Fuel keys ("ProKees") are assigned to a specific vehicle, and shall be used to fuel the assigned vehicle only. In the event that a vehicle's assigned fuel key is lost or becomes inoperable, the operator shall obtain a new fuel key from the Warehouse located at the Municipal Operations Center. If the Warehouse is closed, a red "temporary" fuel key may be obtained from the corporal on duty, and returned immediately after re-fueling. Employees shall take care to enter the correct mileage each time they re-fuel the vehicle, as it is this information as registered by the vehicle-specific fuel key that determines maintenance intervals.

When operating within the City of Farmington, all vehicles should be refueled at the fuel pumps located across the street from the Police Station or those at the Municipal Operations Center. An exception is made for vehicles requiring specialized fuel types not available at either location (such as police motorcycles). When traveling outside of the city, vehicles should be refueled using regular unleaded fuel (with the above-noted exception), and the city-issued purchase card ("P-card") used to pay for the purchase. Under no circumstances will personal vehicles be fueled up at City fuel pumps, even when used for Department travel. Fuel costs are included in the mileage reimbursement.

Fuel pumps should not be left unattended while the vehicle is being fueled, as this poses a serious safety hazard.

Vehicle Maintenance and Repairs:

Maintaining the FPD fleet in peak operating condition is the responsibility of all parties concerned. Employees are fully responsible for the care and maintenance of vehicles assigned to them and are responsible to ensure that periodic maintenance is performed when due, and that problems are reported promptly to Vehicle

Maintenance at MOC and to the Fleet Manager. Vehicle damage resulting from abuse, carelessness or neglect—including failure to perform needed maintenance—may result in disciplinary measures.

All maintenance and repairs are to be carried out by City of Farmington mechanics or City-authorized mechanics, with the exception of certain general maintenance which can be carried out by the employee. These exceptions include:

- Windshield wiper replacements
- Examination of fluid levels (motor oil, transmission fluid, brake fluid, coolant and windshield-wiper fluid) and their replenishment
- Maintaining tire pressure

Employees are prohibited from altering the body, appearance, markings or the mechanical, electrical or radio systems of the vehicle and from adding or rearranging accessories or equipment in the vehicle, or from authorizing such alterations, without prior approval of the Fleet Manager.

All weapons must be removed from vehicles prior to service. The MDT should also be removed.

All vehicle maintenance and repairs must receive prior approval from the Fleet Manager or the Vehicle Maintenance Division, with the exception of the following:

- Emergency towing of FPD vehicles is to be arranged through the Department's designated towing service, not through the Communications Center Dispatch rotation. Vehicles are to be towed to the Vehicle Maintenance Division at MOC. If the tow is necessary outside of normal business hours (06:30-20:30, Monday through Friday) the officer will accompany the tow truck driver in order to give them access through the security gate at MOC.
- Filling rock chips in windshields. This can be done through any of the qualified windshield glass replacement locations in Farmington. Chips should be filled as soon as possible, in order to prevent further damage resulting from moisture penetration. If it is necessary to fill a chip outside of regular Vehicle Maintenance business hours (06:30-20:30, Monday through Friday), and the shop is unable to obtain a purchase order number, the employee may use their City of Farmington purchase card ("P-card") to pay for the service.
- Periodic basic oil changes through the currently-contracted vendor.

When a unit is towed or dropped off at Vehicle Maintenance, every effort should be made to provide Vehicle Maintenance with full particulars regarding the reason for the visit. This can be reported directly to Vehicle Maintenance during regular business hours (in person or by phone at 599-8220), or by leaving a note on the seat of the vehicle or in the after-hours drop box on the door at Vehicle Maintenance. The following information should be included:

- Employee contact information, including name and phone number or email.
- The nature of the issue. If the vehicle is turned in for preventative maintenance, this should be indicated. The nature and timing of any malfunctions should be included, as well as the circumstances under which the problem does or does not manifest itself (e.g. when running code). The greater the detail provided, the more rapidly and accurately the problem can be diagnosed.
- If a similar issue has arisen in the past, this should be indicated, with the approximate date(s). This also aids Vehicle Maintenance with troubleshooting.

Units which have been serviced or repaired at Vehicle Maintenance and have been completed will be parked at the east end of the Vehicle Maintenance building. The Fleet Manager will be made to notify employees that their units are ready. Employees may contact the Fleet Manager for updates on the status of their units.

Vehicles parked on the Vehicle Maintenance “Work Line” may not be removed without prior authorization from Vehicle Maintenance staff. These vehicles are awaiting or under repair, and may have had old parts removed and be awaiting replacements. Unauthorized removal of these units may present a very serious safety hazard.

Preventative Maintenance and Oil Changes:

Regular preventative maintenance (see “Definitions” at the beginning of this policy) and oil changes are scheduled by Vehicle Maintenance based on mileage or time elapsed since last service, depending on the level of use of the vehicle, and following manufacturer’s recommendations. Trailers receive preventative maintenance annually. Vehicle Maintenance will contact the Fleet Manager with a list of those units in need of preventative maintenance or basic oil changes. The Fleet Manager will contact the assigned employee, who is responsible for scheduling with Vehicle Maintenance or the contracted basic oil change provider, and arranging for drop-off and pick-up of the unit.

Preventative maintenance may be alternated with basic oil change services. Basic oil changes are available through the Department’s contracted provider. The Fleet Manager or Vehicle Maintenance may be contacted for the name of the current contractor. The contract is limited to oil changes, and employees may not authorize additional services such as tire rotation or system flushes. If a vehicle is determined to be in need of additional services, these should be performed by Vehicle Maintenance at MOC.

The supervisors of employees who fail to perform preventative maintenance or basic oil changes in a timely manner will be notified. An ongoing pattern of such failures may result in disciplinary action.

Vehicle Repairs:

Windshield Replacements: Upon approval from the Fleet Manager or Vehicle Maintenance, broken windshields may be taken to any of the qualified windshield replacement shops in Farmington. They will contact Vehicle Maintenance for a purchase order number through which the replacement will be billed. For economic reasons, shops offering replacement guarantees or free chip repair are preferred.

Auto Body Repairs: See the section in this policy headed “Crash, Vandalism and Damage” for procedures for auto body repairs.

Window Tint: Upon approval from the Fleet Manager, side and rear windows may be tinted, using any of the qualified tint shops in town. The tint shop will contact Vehicle Maintenance for a purchase order number. Tint is not to exceed 35%.

Recalls: Vehicles are periodically subject to recall for a variety of reasons. It is the responsibility of the Fleet Manager and Vehicle Maintenance to be aware of such recalls, and to contact the assigned employee and advise them of the nature of the recall and the steps to be taken. If an assigned employee believes that their unit may

be subject to recall, they may contact the Fleet Manager. If an assigned employee is advised that their unit is subject to recall and that a remedy is available, the employee is responsible to schedule the repair per the Fleet Manager's instructions. Many recalls are safety-related, and an employee's repeated failure to schedule repairs may be grounds for disciplinary measures.

Vehicle Inspections:

It is the responsibility of shift or division supervisors to conduct monthly inspections of vehicles assigned to their shift or division, and to ensure adherence to all aspects of this policy. All officers and operators of marked units should conduct an inspection prior to going "In Service" for each shift. The only exception to these checks being carried out prior to going "In Service" is in the case of an urgent operational commitment. In those instances, the checks shall be completed at the first available opportunity.

Monthly inspections are to be carried out by the shift supervisor, using the Vehicle Inspection Form available on Power DMS. Once completed, the forms are to be submitted to the Fleet Manager for retention.

Any deficiencies identified through inspection should be rectified promptly if minor (e.g. fluid levels, tire pressure, windshield chips, overdue preventative maintenance or oil changes). If moderate deficiencies which do not affect the roadworthiness or mission effectiveness of the vehicle are discovered (windshield cracks, cosmetic damage, minor mechanical malfunctions, etc.), they are to be reported promptly to the Fleet Manager or Vehicle Maintenance and be resolved as soon as practicable. If serious deficiencies are identified, the vehicle is to be taken out of service and a pool unit used. *If defects affecting the safe functioning of the vehicle are identified, the vehicle is not to be driven.* It is to be towed (not driven) to Vehicle Maintenance for repair.

Pool Units:

A fixed number of marked units have been designated as "Pool Units." Each of these is designated by a sticker on the right-hand side of the rear window indicating "Pool." Individual divisions may also have one or more specialty vehicles (e.g. unmarked or Animal Control) designated as pool units. These may or may not have external markings to that effect. Vehicles not marked "Pool" or designated as division pool units may *not* be used as pool units without prior approval from the Fleet Manager.

Unless an employee is in active on-call status, *pool units are not to be taken home. They are to be returned to the "bullpen" across from the station at the end of each shift.* Violation of this stricture is subject to disciplinary action.

When a pool unit becomes necessary, any of the pool units parked in the "bullpen" across the street from the station may be utilized. Pool units parked on the "ready line" on the east end of the Vehicle Maintenance building may also be used. An effort is made to keep at least one marked pool unit available on the "ready line" for convenience.

Pool units are to be signed out for each shift, and the employee's supervisor notified. Pool units are to be signed out through the electronic reservation system currently in use, which can be done from the MDT. Supervisors are to ensure that their respective employees have reserved the unit.

Employees are responsible for notifying the Fleet Manager, via email or text, of any mechanical problems or equipment deficiencies they observe with pool units. All assigned equipment and personal belongings are to be removed from pool units at the end of an employee's shift, and all pool units are to be left *clean*, regardless of their condition when the employee received it.

Pool units are to be parked in the designated stalls in the bullpen across the street from the main police station when not in use, or left on the "ready line" at the east end of Vehicle Maintenance.

Regular maintenance, recalls and repairs of pool units are the responsibility of the Fleet Manager.

Take-Home Vehicles:

Based upon the results of studies performed in other police departments (including an eight-year study by an outside consulting firm for the Tacoma Washington Police Department) the Farmington Police Department has implemented a take-home vehicle policy. This is based on the following considerations:

- In spite of the extra fuel expenditure, operating costs (including fuel and maintenance) for take-home units are significantly (15-30%) lower than those for pool units.
- Vehicle longevity of take-home vehicles is markedly greater than that of pool units.
- Assigned vehicles increase efficiency, reducing the time necessary to load and unload equipment at the beginning and end of shift.
- Officers who take vehicles home typically render a significant amount of service whilst "off-duty," resulting in increased enforcement.
- Increased crime deterrence due to increased police visibility as officers commute to and from work and park in their neighborhoods.
- Improved response time during emergency callouts, and dispersal of vehicles during adverse weather or terrorist incidents, preventing a "wipe-out" of police units due to a single event.
- Cost savings due to obviating the need to provide secure parking for the entire fleet.

Due to the considerations above, take-home vehicles are issued to all sworn personnel who have completed Field Training and Evaluation ("FTO") and who live within a 15-mile radius of the Farmington city limits--as determined by GIS—and within the state of New Mexico. Employees living outside of the 15-mile radius or outside of New Mexico and whose hire date is later than May 1, 2011 will not be allowed take-home vehicle privileges. Those employees hired prior to that date and who have lived outside the 15-mile radius continuously since May 1, 2011, will be considered to have been "grandfathered" under the radius limit clause. Employees who fall under the "grandfather clause" must also receive individual approval for take-home use from the Chief of Police. Take-home vehicles are not issued to Community Service Officers or Animal Control, nor to civilian staff, with the exception of Crime Scene Investigators, IT Technicians and the Public Information Officer. Take-home vehicles may be marked or unmarked.

This policy may also be modified, as necessary, based on vehicle availability. Temporary exceptions to this policy may only be made by a supervisor of the rank of Captain or above, upon notification of the Fleet Manager.

Take-home privileges may be rescinded as a disciplinary measure, upon approval of a supervisor of the rank of Captain or above. In such instances the Fleet Manager is to be notified, and the vehicle parked in the enclosed “bull pen” across the street from the Police Station when the officer is not on duty.

Take-home vehicles are to be used for driving to and from work and other FPD duties and assignments. They may also be used by on-call personnel for personal use within the city limits, providing all provisions laid out within this policy are abided by.

Take-Home Vehicle Operation Standards:

Operation of take-home vehicles during the commute to and from an officers’ residence are subject to the following strictures:

- Off-duty employees (unless on-call) will not operate their assigned vehicle unless on official business or driving between their residence and work.
- Officers driving take-home vehicles will be prepared to handle any emergency situation they may encounter, and will take appropriate action. Officers must monitor the police radio frequencies, have an approved firearm readily available, and have their department identification card and badge available to properly identify themselves while in civilian dress. Unless a situation requires immediate action, off-duty officers may call for an on-duty officer to handle the situation, but will stand by and assist until the on-duty officer arrives.
- Only FPD personnel will operate take-home vehicles, and will be responsible for the safety, proper appearance and conduct of all passengers. Civilian non-employees may only be transported in relation to official business or in compliance with the Civilian Ride-Along Program Policy (299-05). Employees may also transport civilians when traveling to and from work, but shall be cognizant that transporting non-employees creates additional liability for the city, and should exercise due caution and prudence when making decisions regarding the transport of civilian passengers who are not FPD personnel.
- When responding to urgent or life-threatening calls when civilian passengers are on board, officers will have those passengers exit the vehicle at a safe and convenient location before responding, or advise the Communications Center that they are unable to assist.
- Employees will maintain professional conduct and will not operate the vehicle contrary to the laws of the State of New Mexico and the ordinances and policies of the City of Farmington, except when done by officers using legal means and in performance of their duties.
- Employees will maintain an acceptable dress code when operating the vehicle, which will allow the employee to perform in an official capacity when necessary. Prohibited attire includes, but is not limited to, the following: swim wear, flip-flops, bare feet, and bare torso.

Vehicle Crashes, Vandalism and Damage:

Employees shall notify their immediate supervisor of any crash, vandalism or other damage as soon as it is observed, following the procedures below. Failure to report such damage promptly may subject the employee to disciplinary action.

Crashes:

All vehicle crashes involving department vehicles, even if there is no damage immediately evident and regardless of fault, are to be promptly reported to the employee's supervisor in accordance with the Farmington Police Department's Crash Review Process Policy (299-06). If the employee involved is not an officer, officers are to be summoned to the scene by calling the Police Non-Emergency Number (505-334-6622) or 911, as circumstances warrant. Officers may contact the San Juan County Communications Center directly, through normal channels.

The following documentation is to be compiled for each crash:

- Photographs of scene, including damage or impact points on all vehicles involved, including non-Department vehicles
- Supervisor's Report of Accident Form
- New Mexico Uniform Crash Report
- Memorandum from the employee(s) involved accepting or denying fault
- Notice of Accident or Occupational Disease Disablement Form

If a department vehicle is involved in a crash out-of-state, the local equivalent of the Uniform Crash Report is to be submitted.

All documentation is then to be emailed to the following individuals:

- The employee's immediate supervisors
- Fleet Manager
- Special Operations Lieutenant
- Internal Affairs Lieutenant
- Operations Captain
- Deputy Chief
- Chief of Police
- City of Farmington Safety and Security Officer
- City of Farmington Claims Manager
- City of Farmington Benefits and Compensation Manager
- City of Farmington Insurance and Benefits Administrative Aide

(With the exception of the employee's immediate line supervisors, all other individuals on the list above can be contacted by directing a single email to FPDCrashReport@fmtn.org)

Vandalism:

In the event of vandalism to a FPD vehicle, the assigned employee shall contact the Police Non-Emergency Dispatch number (505-334-6622) so that a standard incident report can be taken and a case number issued. If the reporting party is an employee other than the one assigned to the vehicle, the reporting party shall attempt to contact the assigned employee, or if the assignment is unknown, the Fleet Manager. Photographs shall be taken of the damage to the vehicle. A copy of the report and accompanying photos should be sent to the following:

- The assigned employee's immediate supervisors
- Fleet Manager
- Special Operations Lieutenant

- Internal Affairs Lieutenant
- Operations Captain
- Deputy Chief
- City of Farmington Safety and Security Officer
- City of Farmington Claims Manager

Damage:

In the event that damage occurs to a vehicle that is not attributable to either a crash or vandalism, the assigned employee shall report the damage to their immediate supervisor, who will fill out a “Damaged Equipment Tracking Form” detailing the circumstances of the damage. Photographs are to be taken and submitted, along with the form, to the Fleet Manager, who will review the information and forward it to the line Lieutenant and the Internal Affairs Lieutenant as appropriate.

Very minor damage, such as “door dings” due to opening doors in parking lots, or minor scratches (those which do not penetrate through the primer) need to be reported, but not recorded on a Damaged Equipment Form. If in doubt, the assigned employee should consult with the Fleet Manager to determine whether the matter should be reported, and if repairs are necessary. In all instances where bare metal is exposed, a report is required, and unless the vehicle is scheduled for disposal within the next six months the breach shall be repaired to prevent further damage through oxidation.

Repairs Due to Crashes, Vandalism or Damage:

Unless the damaged vehicle is inoperable, the assigned employee is responsible for taking the vehicle for a repair estimate from a commercial body shop specified by the Fleet Manager or Vehicle Maintenance. (Vehicle Maintenance does not perform body work.) The vehicle should be taken to the body shop for an estimate within one week of discovery of the damage. The body shop will submit a copy of the estimate via email to the Fleet Manager, Vehicle Maintenance and the City of Farmington Claims Manager.

If the potential exists for an insurance claim against an outside party, the Claims Manager will pursue the requisite approvals. Upon receipt of approval, the Claims Manager will notify the Fleet Manager and Vehicle Maintenance. The Fleet Manager will notify the assigned employee and the body shop. The assigned employee is responsible to coordinate the scheduling of repairs directly with the body shop, and for notifying the Fleet Manager when the vehicle is taken in for repairs. The Fleet Manager will, in turn, notify Vehicle Maintenance.

In the case major repairs are required and if no recourse to outside insurance is available, the decision whether to repair the vehicle rests with the Special Operations Lieutenant. The assigned employee is responsible for coordinating the scheduling of repairs directly with the body shop, and shall notify the Fleet Manager when the vehicle is taken in for repairs. The Fleet Manager will, in turn, notify Vehicle Maintenance.

Undercover Units:

The Farmington Police Department will designate and operate undercover vehicles in accordance with New Mexico State Statute §66-6-15.

Critical Incidents:

In the event of a critical incident requiring on-site vehicle repair or on-site fueling, the Fleet Manager shall be responsible for coordinating their establishment, conduct and operation, in accordance with the Incident Command System Policy (246-11).